



PURCHASE ORDER

PO Number: 303-2-0114

Requisition Number: 303-2-00278

Order Date: 9/13/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Thomas J. Rusk Building
200 E. 10th Street
Attn: Shane Howell
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

13002862715
Longhorn Blinds of Austin, LLC
4201 S. Congress Ave
Ste 312
Austin, TX 78745
Andrew Soto
Phone: 512-447-5496, Fax: 512-707-7315
asoto@longhornblinds.com

Install Blinds in Office 506B at the Thomas J. Rusk Building.

Price Per Attached Quote Dated 09/13/2021.

Description TFC Contact:
Shane Howell
512-206-9128

Work Inspection:
Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Install miniblinds in office 506B	1	Job	\$775.00	9/3/2021	10/20/2021	\$775.00

Material:
Bali: Classic, 1" Aluminum Commercial Mini Blind – 8 gauge w/ 20 mil.
spacing

Color:

205 White Satin

Quantities & Sizes:

1 ea. 57 x 111 ½ (OB)

1 ea. 57 x 111 ½ (OB) RR

Total:

\$ 435.00 Materials

\$ 340.00 Labor (2 installers @ \$85.00 ea. per hour, 2 hours)

\$ 0 Tax Exempt

\$ 775.00 Total EST. 2 weeks

Provide all labor, tools, materials and equipment necessary to install blinds as per attached quote dated 09/13/2021.

NIGP Class: 936

NIGP Item: 89

Object Class: 266

Reimbursement Type: Not Reimbursable

Grand Total \$775.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Facilities Management and Operations
Program	Property Management
Phone	5122069128
Org Code	0442 - Facility Maintenance
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	774320

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)